

U.S. Department of the Treasury
Financial Management Service (FMS)

PCC OTC



Report Navigation Guide

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Table of Contents

1. Introduction.....	3
1.1 Why are PCC OTC Reports being changed?.....	3
1.2 What is new with PCC OTC Reports?.....	3
1.3 What should I do if I have more questions or need more assistance?	4
2. Selecting Report Output Format.....	5
3. Navigating Reports	6
3.1 Navigation Bar for HTML reports.....	7
3.2 Internet Explorer Settings	9
3.3 Report Printing.....	10
3.4 Downloading Reports	12
3.5 Searching Reports	14
4. MS Excel Reports.....	15
5. Viewing All for Large Reports.....	16

Table of Figures

Figure 1: Report Modification Summary.....	3
Figure 2: Current Report Selection Criteria Screen, 215 Deposit Ticket Report	5
Figure 3: New Report Selection Criteria Screen, 215 Deposit Ticket Report	5
Figure 4: Current Layout of SF215 Report - HTML Format.....	6
Figure 5: New Layout of SF215 Report – HTML Format.....	7
Figure 6: Current Report Browser and Navigation Bar	7
Figure 7: New Navigation Bar, Agency CIRA Report	8
Figure 8: Navigation Bar Detail.....	8
Figure 9: Navigation Bar Button Summary Table	9
Figure 10: Internet Explorer Configuration	10
Figure 11: Current Navigation Bar and Print Icon.....	10
Figure 12: Screenshot for Printing a PDF report from PCC OTC.....	11
Figure 13: Current Navigation Bar and Download Icon.....	12
Figure 14: Agency CIRA Parameters Page	13
Figure 15: File Download Detail	13
Figure 16: Download Save As Detail	14
Figure 17: Screenshot of Search Reports Screen	15
Figure 18: Comparison of Current (Left) and New (Right) Excel Output	16
Figure 19: Large Report Error Message	16
Figure 20: Screenshot of how to a View Continuous Report in PDF.....	17

1. Introduction

1.1 *Why are PCC OTC Reports being changed?*

Effective February 6, 2010, all PCC OTC reports accessed through the Central Image Research Archive (CIRA) will use an Enterprise Reporting Solution, Web Focus. Inherent to the product changes, although the contents of the reports will not change, the “look and feel” will be slightly different.

The new reports will provide users with the same ability to track and manage PCC OTC activity. However, due to the inherent differences between the current and new reporting software, the report interfaces and features may appear and behave slightly different.

This change does not impact the content of reports or data in the system, but there are some changes to how users navigate the system. This document, the *PCC OTC Navigation Guide*, summarizes these changes and provides helpful navigation tips to familiarize users with the new look and feel of the PCC OTC reports.

1.2 *What is new with PCC OTC Reports?*

While the content of the reports will not change, the look and feel will be slightly different as will the way users navigate through and download reports. Figure 1 provides a brief summary of the changes:

Figure 1: Report Modification Summary

Impact Area	Current Report	Reports Effective February 6, 2010
Selecting Report Output Format	<ul style="list-style-type: none"> ▪ All reports are viewed in HTML first, and then users select the report format only if there is a need to download or save the report 	<ul style="list-style-type: none"> ▪ Users are prompted to select the report format (e.g. HTML, PDF, MS Excel, or MS PPT) when other report criteria is entered and the report is viewed in the selected format ▪ If no report format is selected, the report opens in HTML ▪ MS Word is no longer an option for report format
Navigation Bar	<ul style="list-style-type: none"> ▪ The Navigation Bar is located at the top of the screen 	<ul style="list-style-type: none"> ▪ The Navigation Bar will be located at the bottom of the screen ▪ The buttons on the Navigation Bar have changed
Internet Explorer Settings	<ul style="list-style-type: none"> ▪ Adjustment to browser settings needed 	<ul style="list-style-type: none"> ▪ Internet Explorer 7 browser settings may need to be adjusted if users receive a security

Impact Area	Current Report	Reports Effective February 6, 2010
		notification whenever files are downloaded from PCC OTC
Report Printing	<ul style="list-style-type: none"> ▪ A Print button is available in the initial view of the report 	<ul style="list-style-type: none"> ▪ Reports are printed using the print function for the individual report format (e.g. HTML, PDF, MS Excel, or MS PPT) selected ▪ <i>PDF is the preferred method for printing</i>
Downloading Reports	<ul style="list-style-type: none"> ▪ Downloading performed after a report is run 	<ul style="list-style-type: none"> ▪ Report output format is selected before running a report, and the user is prompted to download file
Searching Reports	<ul style="list-style-type: none"> ▪ Search a report by selecting the Search button from the Navigation Bar and enter the search criteria 	<ul style="list-style-type: none"> ▪ Searches are performed using the Navigation Bar for HTML reports or the search feature for the individual report format ▪ <i>PDF is the preferred method for searching a report</i>
MS Excel Reports	<ul style="list-style-type: none"> ▪ Reports downloaded to MS Excel have blank columns and cells 	<ul style="list-style-type: none"> ▪ Reports downloaded to MS Excel have a more streamlined layout and are easier to navigate ▪ <i>Changes to data element locations in the reports may impact those who use the MS Excel reports for macros and/or uploads to internal systems</i>
Viewing All for Large Reports	<ul style="list-style-type: none"> ▪ Select View All from the HTML Navigation Bar 	<ul style="list-style-type: none"> ▪ For HTML reports greater than 30 pages, an error message may be received when View All is selected from the Navigation Bar ▪ Users can View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously

1.3 What should I do if I have more questions or need more assistance?

The *PCC OTC User Manual* has been updated to provide step by step directions on how to navigate reports in PCC OTC. This updated *User Manual* has been posted online and can be downloaded by accessing the PCC OTC website at www.pccotc.gov.

If further assistance is needed, please contact the FMS OTC Support Center at 1.866.945.7920, Option 1, DSN 510-428-6824, or through email at fms.otcchannel@citi.com.

2. Selecting Report Output Format

The report format has been included in the criteria selection screen. A new dropdown box has been added to all reports. Figure 2 is a sample of the current “Report Selection Criteria Screen”, which does not provide an option to select the report output format.

Figure 2: Current Report Selection Criteria Screen, 215 Deposit Ticket Report

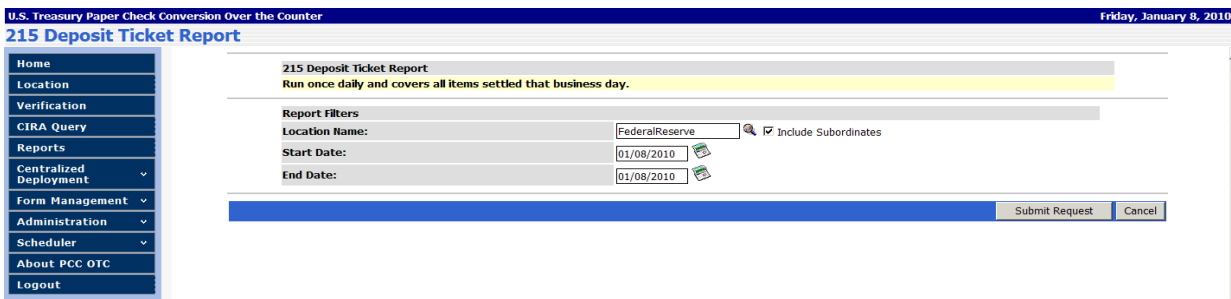
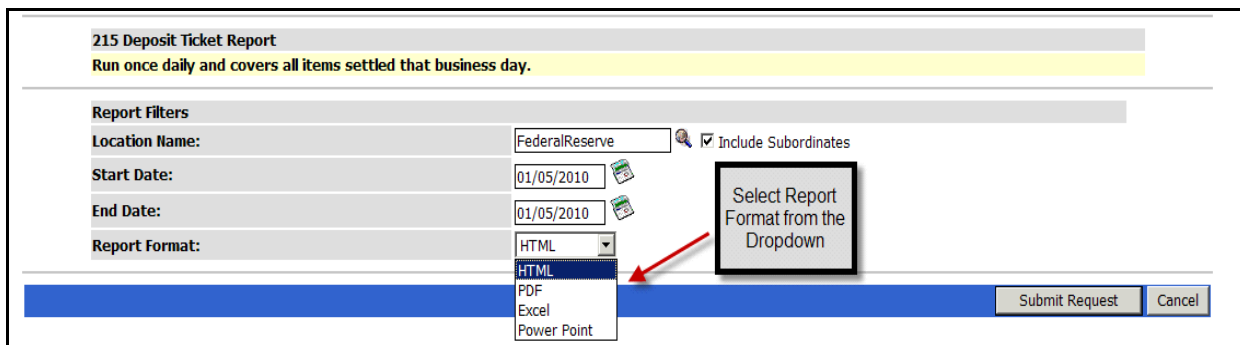


Figure 3 is a sample of the new “Report Selection Criteria Screen”, which has a drop down menu for users to select the output format. This dropdown menu will appear on the “Report Selection Criteria Screen” for all PCC OTC reports.

Figure 3: New Report Selection Criteria Screen, 215 Deposit Ticket Report



Each time a report is run, users are prompted to select the report format. The report will then open in the file format selected. The format types are as follows:

- HTML
- PDF
- Excel
- PowerPoint

If no selection is made, the report will automatically default to HTML. For detailed directions on how to run each report, please refer to the *PCC OTC User Manual*.

3. Navigating Reports

Although the information or data in the reports has not changed, the look and feel of the report output is slightly different. For example, report and column headings may be in slightly different locations in the new reports when compared to the current report. Figure 4 is a sample of the current SF215 report in HTML format.

Figure 4: Current Layout of SF215 Report - HTML Format

215 Deposit Ticket Report
 From Date: 04/25/2006 To Date: 04/28/2006

Cashier ID	Transaction Date	Summary Count	Summary Amount
Jon Test	04/24/2006	2	\$212.33
ydl	04/24/2006	2	\$945.32
edit new user	04/24/2006	12	\$77,170.40
edit new user	04/25/2006	15	\$10,439.15
pcc user	04/25/2006	2	\$404.70
Total ALC: 0000789502		33	\$89,171.90

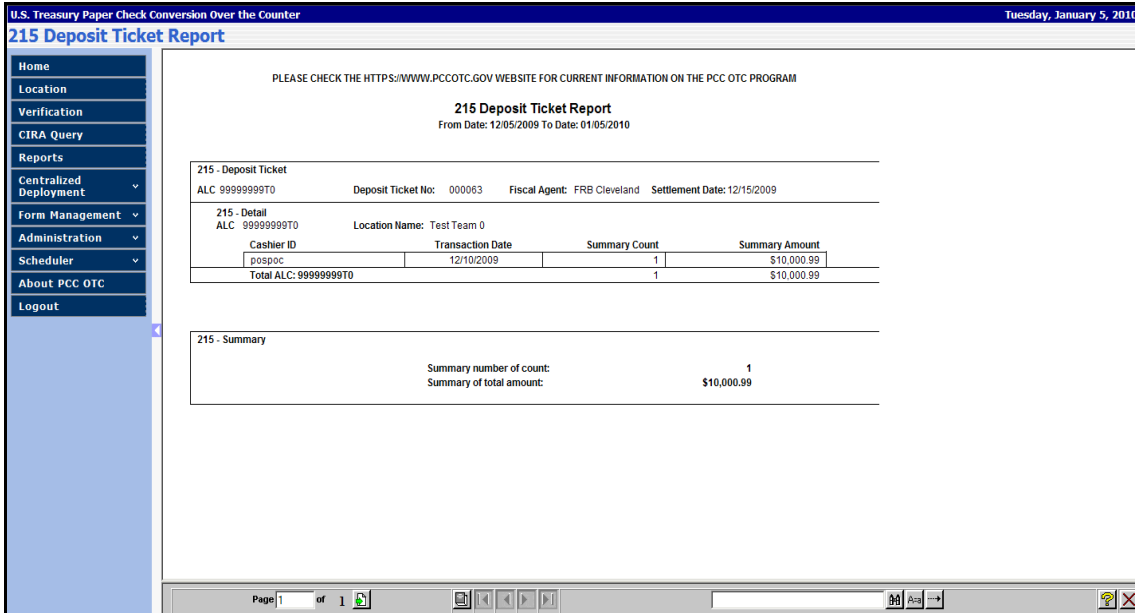
215 - Summary

Summary number of count:	33
Summary of total amount:	\$89,171.90

**The report data is from a test environment and is not reflective of real deposit activity*

Figure 5 is an example of what the new SF215 report will now look like when run in the default format, HTML.

Figure 5: New Layout of SF215 Report – HTML Format



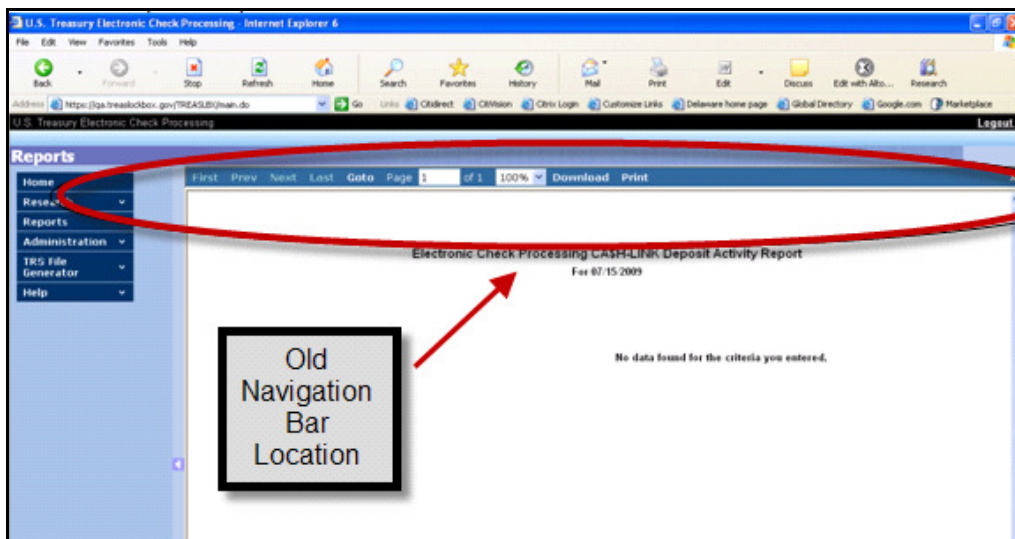
*The report data is from a test environment and is not reflective of real deposit activity

The example above is an illustration of just one report. All reports under the “**Reports**” menu have undergone similar modifications.

3.1 Navigation Bar for HTML reports

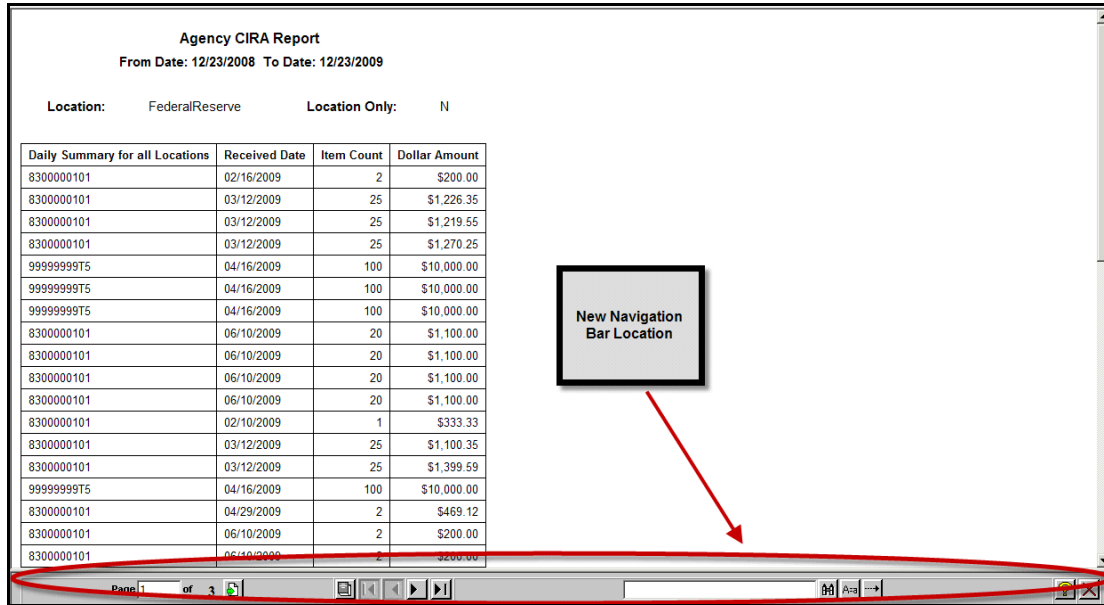
Currently, the Navigation Bar is located at the top of the Report Output browser for HTML reports, as seen in Figure 6 .

Figure 6: Current Report Browser and Navigation Bar



With the change, the Navigation Bar is located at the Bottom of the Report Output Browser, as seen in Figure 7.

Figure 7: New Navigation Bar, Agency CIRA Report



*The report data is from a test environment and is not reflective of real deposit activity

In addition to repositioning the Navigation Bar, the buttons on the Navigation Bar have changed. Figure 8 provides a picture of the new Navigation Bar.

Figure 8: Navigation Bar Detail

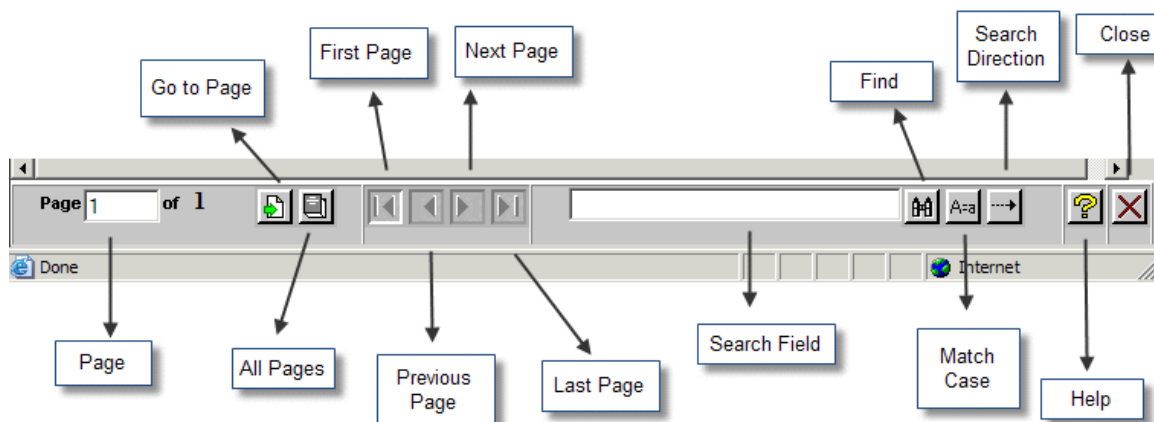


Figure 9 is a description of the each button on the new Navigation Bar and its functionality.

Figure 9: Navigation Bar Button Summary Table

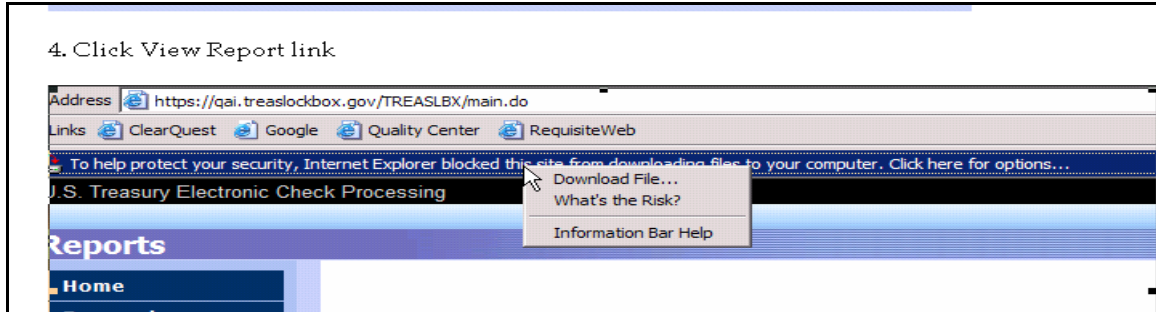
Button	Functionality
Page	Type the page number of the page to view in the Page field and press ENTER or click the Go to Page button
Go to Page	Click the Go to Page button to view the page number entered in the Page field
All Pages	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer
First Page	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer
Previous Page	Click to view the previous page of the report
Next Page	Click to view the next page of the report
Last Page	Click to view the last page of the report
Search Field	Type search criteria and press ENTER or click the Find button
Find	Click the find button to view the results of the search criteria entered into the Search Field. Search results will be underlined
Match Case	Click to make search criteria entered into Search Field case sensitive
Search Direction	Click to make Search Direction forward or backward. This will organize data in chronological or reverse chronological order
Help	Click to activate Help feature in Web browser
Close	Click to close report and return to the Select Report page

*Note: Currently, to close a report, the user clicks **Close** and navigates back to the **Report Selection Criteria** page. In the new reports, the user clicks the **Close** button on the navigation bar to close the report and navigates back to the **Report Selection** screen.*

3.2 Internet Explorer Settings

It is recommended that PCC OTC users access CIRA using **Internet Explorer 7** or above. However, when using **Internet Explorer 7**, if a user repeatedly receives a security message when downloading files, then preferences may need to be adjusted. For example, some users, depending on their browser's current configuration, may receive a prompt in the **Internet Explorer Security Bar** when downloading a report. This is similar to a Pop-up blocker bar that has a download option. See Figure 10, for an example.

Figure 10: Internet Explorer Configuration



To prevent this from happening each time a report is run, it is suggested that the following changes are made to the *Internet Explorer* browser.

Step 1: In Internet Explorer, select **Tools>Internet Options**

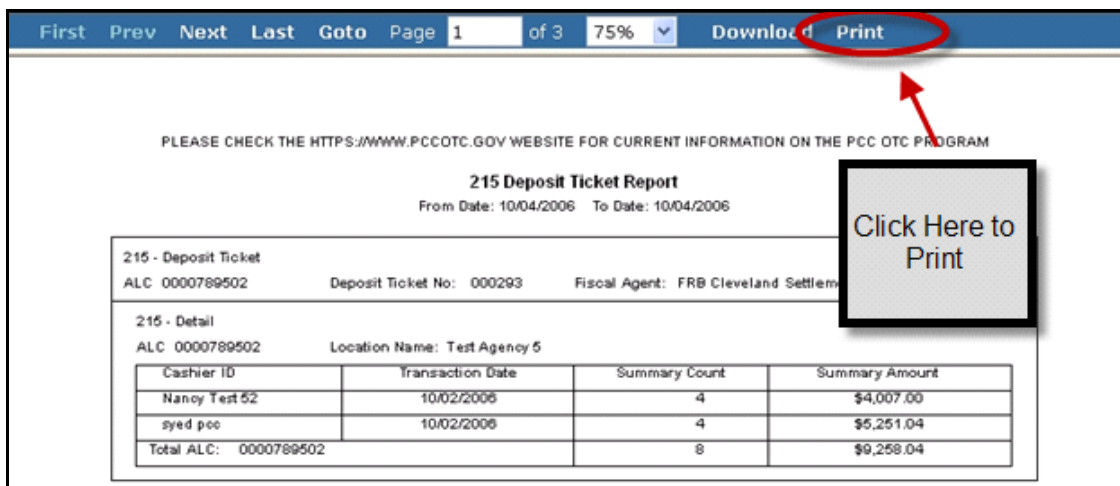
Step 2: Click the **Security** tab, and then click **Custom Level**

Step 3: Navigate to **Downloads>Automatic prompting for file downloads** and select the **Enable** radio button

3.3 Report Printing

Currently, there is an icon in the Navigation Bar for Report Printing, as seen in Figure 11.

Figure 11: Current Navigation Bar and Print Icon



With the change, reports will print from the output format (i.e. HTML, PDF, Excel, PowerPoint) where the report is shown. While reports can be printed from any of the output formats, the PDF format is recommended as it provides the cleanest layout for printing. To download a report for printing as a PDF, please follow the steps below:

Step 1: In PCC OTC, click **Reports**

Step 2: Select the report

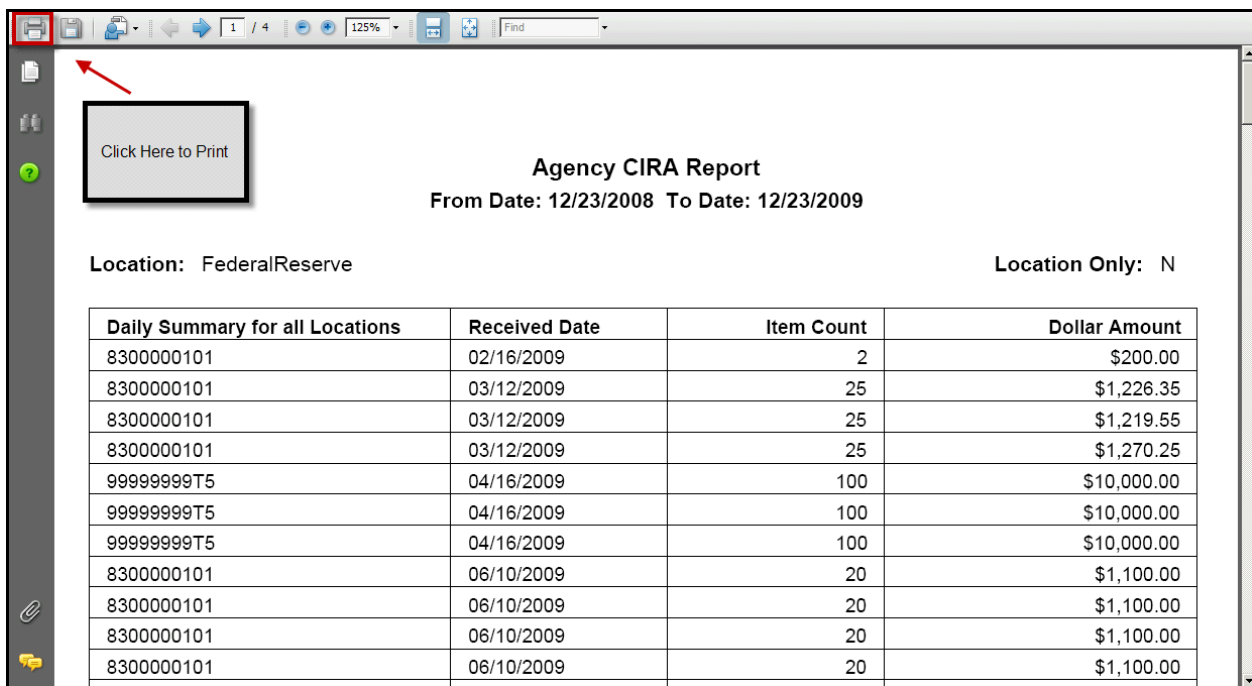
Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **“PDF”**. If no selection is made the report will default to the HTML Format

Step 5: Click **Submit Request** to view the report

Step 6: Once the report opens, click the **Print Icon** on the PDF Navigation Bar and follow the prompts for printing, see Figure 12

Figure 12: Screenshot for Printing a PDF report from PCC OTC



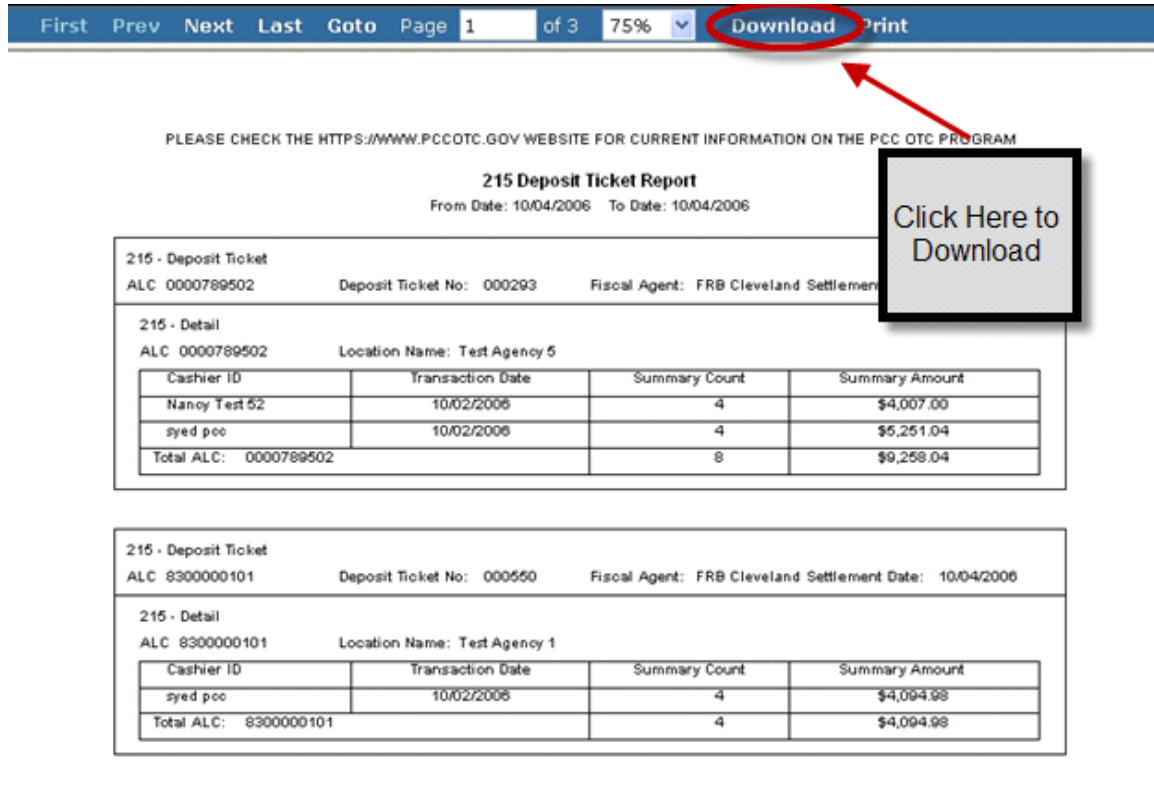
**The report data is from a test environment and is not reflective of real deposit activity*

Step 7: Close the report window to navigate back to the PCC OTC application

3.4 Downloading Reports

Downloading reports has changed slightly with the new reports. Currently, there is an icon in the Navigation Bar for report downloading, as seen in Figure 13.

Figure 13: Current Navigation Bar and Download Icon



With the change, the report output format is selected before running a report and user is prompted to download file before the report is displayed. The section below provides step by step directions to help navigate this change.

To download a report into Excel, please follow the steps below:

Step 1: In PCC OTC, click **Reports**

Step 2: Select the report

Step 3: Define the parameters for the report

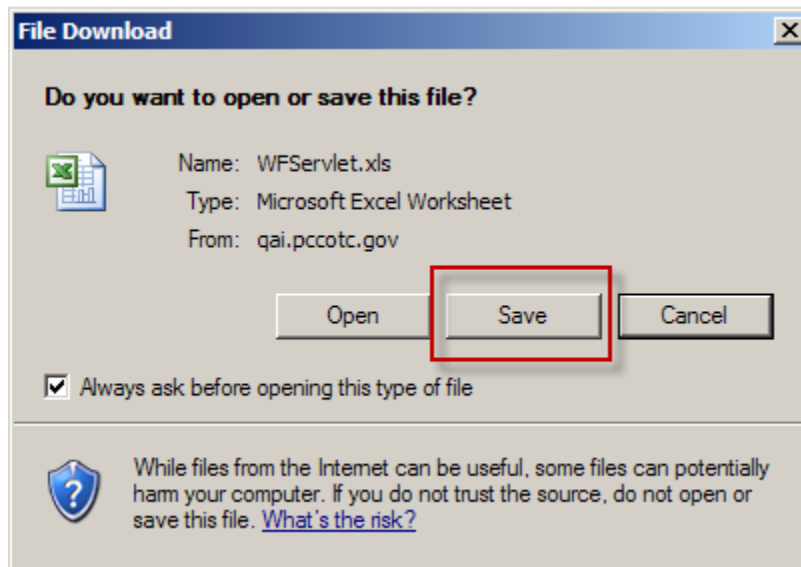
Step 4: From the **Report Format** dropdown menu, select **“Excel”**, see Figure 14

Figure 14: Agency CIRA Parameters Page

Step 5: Click **Submit Request** to view the report or click **Cancel** to return to the PCC OTC Home Page

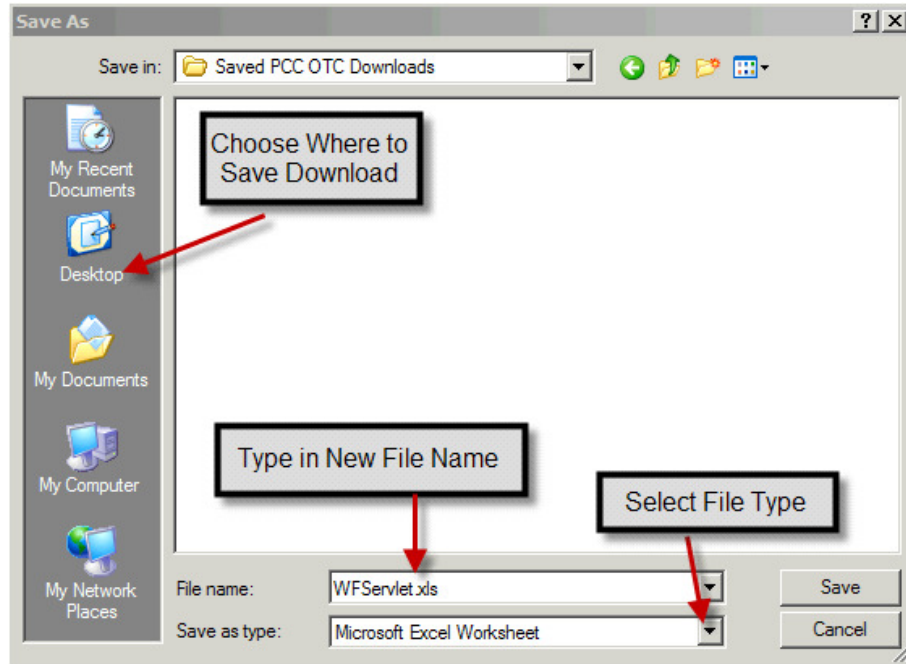
Step 6: A new window will open asking to open or save this file. Click **Save**, see Figure 15

Figure 15: File Download Detail



Step 7: Choose where to save the document from the **Save As** window that appears. See Figure 16

Step 8: In **File Name**, type the new name of the file. Please note: if the file name is not updated, then it may overwrite an older version of the document. See Figure 16

Figure 16: Download Save As Detail

Step 9: Select the **Save as type**. For Excel, the default file extension is .xls. See Figure 16

Step 10: Click **Save**. If a **Download Complete** window appears, click **Close**

Note: The process for downloading information from the Search Deposit or Search Adjustment functions will remain the same and the output format of the .xml or .csv file has not changed.

3.5 Searching Reports

While searching can be performed in any report format (i.e. HTML, PDF, Excel, PPT) utilizing the search function for the individual format, the recommended format for searching a report is PDF. The PDF format is the closest to the current search function. Below provides instructions on how to search a report in the PDF format.

Step 1: In PCC OTC, click **Reports**

Step 2: Select the report

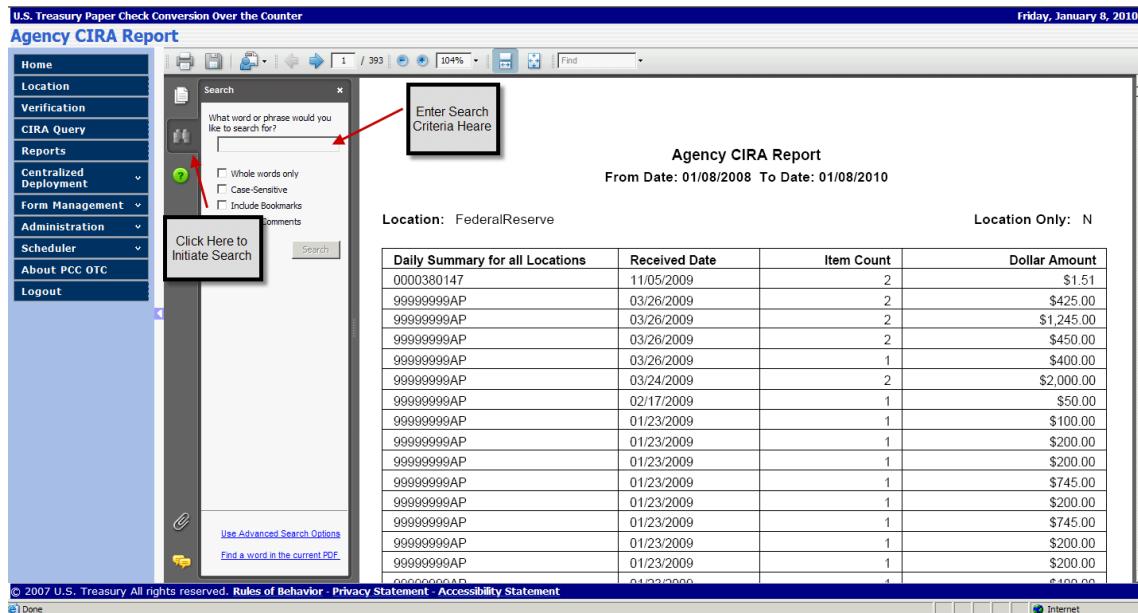
Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **“PDF”**. If no selection is made the report will default to the HTML Format

Step 5: Click the **Submit Request** to view the report

Step 6: When the report appears, click the **Search Icon**, on the left hand side of the screen, to initiate a search. See Figure 17

Figure 17: Screenshot of Search Reports Screen



**The report data is from a test environment and is not reflective of real deposit activity*

Step 7: On the left hand side of the screen, enter the **search criteria** to find the desired information and click **Search**. See Figure 17 above.

4. MS Excel Reports

The layout of the MS Excel version of the reports has changed and is now more user-friendly because blank cells and columns have been removed making it easier to read. However, this may impact those who use the MS Excel reports for macros and/or uploads to internal systems. Be sure to review the new MS Excel layout for each report to determine if any internal macros and/or uploads need to be modified. Figure 18 shows a comparison of the before and after MS Excel output for one of the PCC OTC reports.

Figure 18: Comparison of Current (Left) and New (Right) Excel Output

Agency CIRA Report						Agency CIRA Report				
From Date: 12/07/2009 To Date: 12/30/2009						From Date: 01/30/2005 To Date: 12/30/2009				
Location:		Agency Name		Location Only:		Location: Agency Name		Location Only:		
Daily Summary for all Locations				Received Date	Item Count	Daily Summary for all Locations		Received Date	Item Count	Dollar Amc
	0000610205			12/07/2009 15:20:44	1	8300000101	07/09/2008	1		\$3.00
	0000610205			12/07/2009 15:16:05	1	8300000101	07/09/2008	3		\$5.67
	99999999FA			12/29/2009 15:11:48	3	0000789502	11/13/2008	5		\$10.36
	6901000706			12/15/2009 10:41:57	4	8300000101	02/16/2009	2		\$20
	1410009920			12/08/2009 15:09:41	1	8300000101	03/12/2009	25		\$1.22
	1410009920			12/08/2009 15:08:49	1	8300000101	03/12/2009	25		\$1.21
	1410009918			12/08/2009 15:08:53	1	8300000101	03/12/2009	25		\$1.27
	14160006R9			12/09/2009 09:42:40	1	99999999T5	04/16/2009	100		\$10.00
	99999999CB			12/29/2009 10:16:14	6	99999999T5	04/16/2009	100		\$10.00
	99999999CB			12/17/2009 15:17:24	2	99999999T5	04/16/2009	100		\$10.00
						8300000101	06/10/2009	20		\$1.10
						8300000101	06/10/2009	20		\$1.10
						8300000101	06/10/2009	20		\$1.10
						8300000101	06/10/2009	20		\$1.10
						8300000101	02/10/2009	1		\$33
						8300000101	03/12/2009	25		\$1.10
						8300000101	03/12/2009	25		\$1.39
						99999999T5	04/16/2009	100		\$10.00
						8300000101	04/29/2009	2		\$46
						8300000101	06/10/2009	2		\$20
						8300000101	06/10/2009	2		\$20
							Grand	623	\$	71.06

Current

New

*The report data is from a test environment and is not reflective of real deposit activity

5. Viewing All for Large Reports

For HTML reports greater than 30 pages, an error message may be received when View All is selected from the Navigation Bar. See Figure 19.

Figure 19: Large Report Error Message



Users can still View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously. Below are instructions on how to View All information continuously in a large report.

Step 1: In PCC OTC, click **Reports**

Step 2: Select the report

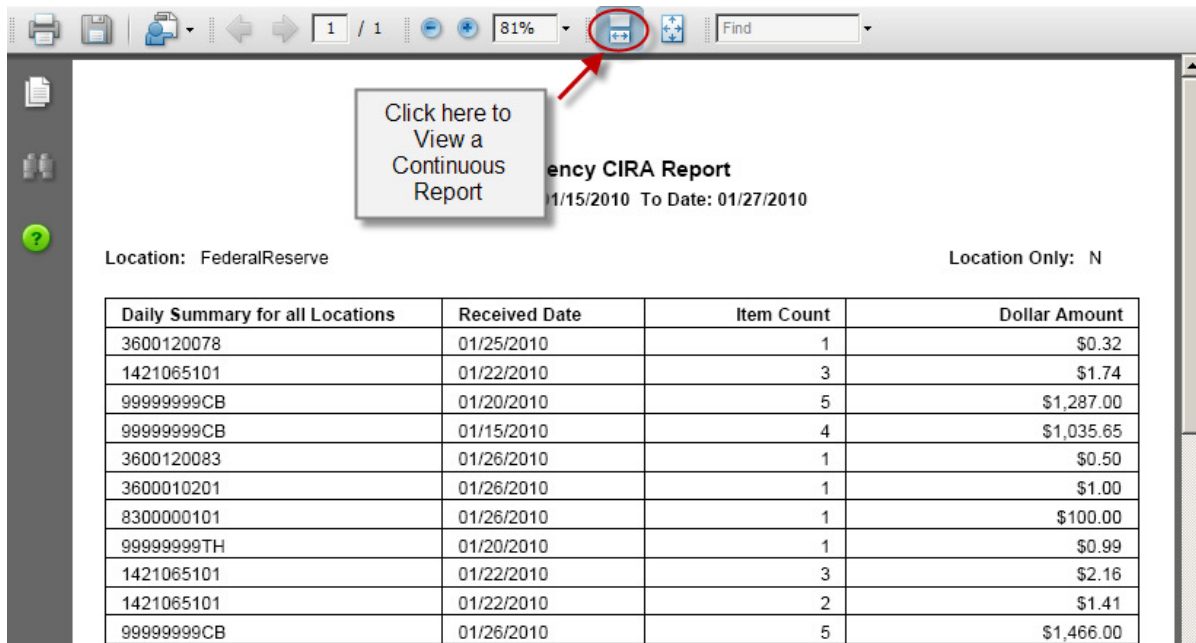
Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **“PDF”**. If no selection is made the report will default to the HTML Format

Step 5: Click **Submit Request** to view the report

Step 6: When the report appears, click **View Continuous Report**, on the PDF Navigation Bar. This will allow the user to scroll through the entire report. See Figure 20

Figure 20: Screenshot of how to a View Continuous Report in PDF



**The report data is from a test environment and is not reflective of real deposit activity*